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Class Specifications
for the Class:

CHIEF INVESTIGATOR

Duties Summary:

Plans, organizes and directs a program for the conduct of confidential investigations for the Attorney General's office dealing with crime, subversive activities and public employees and officers; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for planning, organizing and directing the investigations program of the Attorney General which is concerned with the conduct of special investigations dealing with confidential matters such as crime, subversive activities, personnel, malfeasance and other sensitive matters and personally directing or conducting investigations of a complex or highly sensitive nature. The work includes responsibility for keeping the Attorney General abreast of matters dealing with the welfare and safety of the government and its institutions and organized crime figures and activities; providing advice, assistance and consultation to the security forces of the various State institutions as requested; and promoting the development and training of security personnel of the various State institutions, as requested; and as assigned, planning and coordinating special enforcement or security projects.

The position in the class reports to the Attorney General and the work is performed under general supervision. Extensive personal contacts with criminal justice system personnel and investigators of federal, county and other State agencies include the exchange of information and the coordination of joint activities. The work also includes responsibility for preparing administrative documents such as the budget and expenditure and program plans and assisting the Attorney General in testifying before legislative committees in support of the program.

Examples of Duties:

Plans, organizes and directs a program for the conduct of special investigations for the Office of the Attorney General;

assists the Attorney General in testifying before legislative committees in support of the program; reviews and evaluates work reports and activities of subordinates and gives guidance as required; discusses with and makes recommendations regarding the prosecution of civil and criminal offenses to the Attorney General; conducts conferences and staff meetings to review operations and procedures; reviews, analyzes and evaluates accomplishments of the program and develops plans for future operations and improvements; establishes internal operating procedures; keeps abreast of new investigative techniques and equipment and plans and implements in-service training; coordinates activities with the Medicaid Fraud unit; as requested, analyzes and evaluates or directs the analysis and evaluation of security operations for various State facilities and recommends improvements; as requested, develops and implements training for staff of other investigative or enforcement agencies of the State and their security forces; maintains cooperative relationships and meets with officials of other law enforcement agencies to exchange information or coordinate operations; keeps abreast of new investigation and law enforcement techniques and equipment; assigns personnel and oversees special security efforts for the Governor, his immediate family or other governmental officials to supplement normal security arrangements (e.g., in the event of threats, etc.); as assigned, plans and organizes or coordinates special enforcement efforts (e.g., establishment of teams to handle armed threats to State government offices or for survey of State lands for identification of criminal activities); evaluates, develops and maintains statewide plans for the security of governmental offices and personnel in emergencies; reviews operational reports and statistics and determines the need for and implements or recommends program or priority changes, increased resource needs for staff, equipment, personnel and other operating expenditures; recommends appropriate personnel actions; determines work schedules; personally performs or directs sensitive and/or complex investigations; writes specifications for the performance of investigations under contract, recommends the selection of contractors, evaluates completed work and recommends the authorization of payments; prepares reports and correspondence; and testifies in court as required.

Knowledge and Abilities Required:

Knowledge of: Social sciences, police science, report writing; principles and practices of investigation; court procedures; rules of evidence; bases of human behavior;

interviewing methods and techniques; functions of governmental agencies of the various jurisdictions; organization and coordination of investigational activities; and principles and practices of supervision.

Ability to: Plan, organize and direct a program of investigation for the Attorney General dealing with complex and sensitive matters; deal effectively with the public, subordinates and others; write clear and concise reports; interpret laws, rules and regulations; analyze and solve law enforcement problems; secure, evaluate and analyze data and information; prepare case records; understand human behavior; instruct and advise others in the performance of investigative tasks; and analyze security requirements for governmental facilities.

This is an amendment to the specification for the class CHIEF INVESTIGATOR approved on November 3, 1982.

DATE APPROVED: 11/23/82

/S/ Clement L. Kamalu
for DONALD BOTELHO
Director or Personnel Services